

Instructions for Determining if a Charlotte County Property is in a Scrub-jay Protection Zone

- 1) Go to the Charlotte County GIS website: www.ccgis.com
- 2) You will see a welcome page for the Charlotte County Geographic Information System (GIS). There is a link in the center of the page that takes you to instructions on how to work the site, i.e. how to use the map tools once you reach the county map. Once you have read through those instructions, come back to this page, and click on the link in the left column titled: Enter Mapping Site.
- 3) On this page you see a window with several “panes”, the most prominent of which is the map of Charlotte County in the center of the screen, with Township, Range and Section lines visible. The pane on the left of the screen holds the map navigation tools. On the right of the screen is a pane showing the data “layers”, which are different types of information available to be viewed on the map. Across the bottom the screen are several links that allow you to search for your property in one of several ways.

Note: depending on the speed of your internet connection, and the amount of traffic currently using the Charlotte County website, the time it takes to draw the map on your screen may be quite long. The Charlotte County logo and the words “Retrieving Data” will flash on the screen as the map draws itself.

- 4) You must first “turn on” the data layer for scrub jay habitat. This is done in the pane in the upper right of your screen, where it says **Layers**, above a button titled **Refresh Map**, and a list of available data layers. The top layer on the list is *Scrub Jay Habitat – Permit Review Requirements*. To the left of the data layers list are two columns; the first one is a column of check boxes titled “Visible”. Place a check in the box next to the scrub-jay data layer by clicking in the square box, and then click on the **Refresh Map** button. The map will re-draw with the new data.
- 5) When the map is drawn, you will be looking at the same map as before, but with some red, yellow and green marks in the center and western portions of the county. These areas are where scrub-jay habitat occurs within the county. If you know exactly where your property is located, you can use the zoom-in tool (looks like a magnifying glass with a plus-sign in the center of it) to find it. But the easiest way to find your property is by using the search links at the bottom of the screen.
- 6) By clicking on one of the Search links at the bottom of the screen (Address, Owner, Account Number, or Legal Description), the lower right pane of the screen will change to a form that requires you to enter in the appropriate information to find your lot. Here is how to search for your property for each of the four methods:

Search by Address:

- a) Click on the **Address** link at the bottom of the screen. The pane in the lower right corner of the screen will change to show an input box asking for the *property's* address (not the owner's address). Enter the address of your lot with the house number and street name. Notice the instructions below the address box. Press the **Submit** button beneath the address box (you may have to scroll down within this pane to see the button).
- b) A new window will open in the center of your screen listing all records that match the address entered (hopefully only one). Click on the **Account Number** in the right-hand column.
- c) The information in the small window will change to show specific details about the address, such as the owner's name, etc. Additionally, the main page showing the map will also update by zooming into the chosen lot. You may close the small window showing the property information.
- d) What you are now looking at in the main map window is an aerial photograph of your lot and the surrounding area. Your lot will be highlighted in orange. If the map is shaded red or yellow, this means that

your property is within one of these zones, and that scrub-jays will need to be addressed in order to obtain a building permit for your lot (see the U.S. Fish and Wildlife Service website for information on how to do this: <http://verobeach.fws.gov>).

e) If you wish to see a clearer view of your property, remove the checkmark next to the scrub-jay data layer in the upper right corner of the screen, and press the **Refresh Map** button. The map will re-draw without the red or yellow shading. Then click on the **Clear Selection** tool in the tool panel on the left side of the screen (looks like a chalk-board eraser). This will remove the orange highlight on your property.

Search by Owner:

a) Click on the **Owner** link at the bottom of the page. The pane in the lower right corner of the screen will change to show an input box asking for the owner's name. It is easiest to enter only your last name. Press the **Submit** button beneath the name entry box.

b) A new window will open in the center of your screen, showing a list of all properties owned by people with the same last name as entered. Scroll to the correct entry for your property, and click on the **Account Number** in the left column.

c) The information in the small window will change to show specific details about the property, such as the owner's name, address, etc. Additionally, the main page showing the map will also update by zooming into the chosen lot. You may close the small window showing the property information.

d and e) Same as above.

Search by Account Number:

a) Click on the **Account Number** link at the bottom of the page. The pane in the lower right corner of the screen will change to show an input box asking for the *Parcel ID*. Type your *Parcel ID* number in this box, and press the **Submit** button beneath the *Parcel ID* entry box.

b) The map will update by zooming into the chosen lot.

c and d) same as e and f) above.

Search by Legal Description:

a) Click on the **Legal Description** link at the bottom of the page. The pane in the lower right corner of the screen will change to show an input box asking for the *Short Legal* number for your lot. Enter your *Short Legal* number. This number has the following format: @@@ ### #####

The @ represents three letter characters (such as PCH for Port Charlotte). The # represents numeric characters (example: PCH 000 0000 0000). You must include the spaces; do not combine the digits together into one number, or the search will not work. Press the **Submit** button beneath the Short Legal entry box.

b) The map will update by zooming into the chosen lot.

c and d) same as e and f) above.